

SEARCH PROCEDURES, ACADEMIC POSITIONS

Framework for Academic Searches

Recruitment of talented academics is of crucial importance to the success of the educational mission of the University of Minnesota. The mechanism of the search process has been utilized as the primary way of filling academic positions. The description which follows outlines the principles to be utilized in conducting searches. They reflect the experience of the institution in conducting searches over several decades and are meant to describe the essential elements of the search process for academic non-student appointments.

Responsibility for conducting effective and fair searches rests with all persons involved in the hiring process. However, the officers of the institution are ultimately responsible for conducting a process which results in the hiring of a diverse and talented academic workforce. No procedural steps are a guarantee of such results, but experience has demonstrated that an open search process is an important element in bringing them about.

Full National Search

This process will be followed for tenured and tenure track faculty positions; probationary or continuous P/A positions; administrative positions at higher levels.

1. Position description including criteria for evaluation of applicants is prepared normally by appointing authority.
2. Search committee is constituted.
3. Search plan is prepared and approved.
4. The position is publicized nationally.
5. Search committee recruits candidates.
6. After the deadline,
 - (a) applicants are screened using criteria
 - (b) the search committee prepares a list of persons to be interviewed or seriously considered
 - (c) report is prepared describing the pool composition
 - (d) pool is approved.
7. Candidate interviews are held, finalists are selected.
8. Appointing authority:
 - (a) reviews committee recommendations
 - (b) selects a finalist
 - (c) prepares final report about the outcome of the search process.

Limited Search

A limited search will be conducted for all academic nonstudent positions not subject to the national search process. Limited search procedures are intended to be flexible. Each search should be designed to fit the position. For short term, acting and/or nonrecurring appointments, the time, energy, and expense required for a full national search are not justified.

Other factors to be considered in designing a search process are the scope of the search (local, internal to a particular department, etc.) and the need for speed in the case of an unanticipated vacancy. It is expected that there will be few, if any, positions in which it is not possible to carry out some type of limited search.

Every limited search will have the following parts:

1. A written plan which describes the details for the search. It may provide some or all of the steps (1-8) contained in the description of a full national search. If it is the case that some steps are omitted, such omissions should be justified in the written plan. It may be submitted for approval at the same time as the final report if this is necessary to speed up the process.
2. Advertising--a minimum of written notice to all eligible staff or students on campus or a notice in a campus publication for three days or in a local publication.
3. Application period of at least a week.
4. Written application.
5. Screening of applications and selection of finalists by a committee of at least three that does not include the appointing authority.
6. Approval of a final report.

For recurring positions (e.g. post-doc or adjunct teaching positions) the search plan may be approved in advance and kept on file in the appropriate EEO office.

Noncompetitive Appointments

Appointments to any type of academic appointment without a search or competition would be permitted as follows if approved by a University-wide standing committee. Requests for such appointments may be presented only by the President or one of the Vice Presidents. The committee will be constituted by the Vice President for Academic Affairs and the Director of the Office of Equal Opportunity and Affirmative Action.

1. When a hiring can be done under the University spousal exemption regulation.
2. When a unique hiring situation such as the opportunity to hire an under-represented minority, or someone so recognized in professional or academic achievements as to confer a definite and distinct benefit to the mission of the University.

Appointments to certain types of positions without search or competition would be permitted as follows (these would require the usual budgetary approval for appointment, but would not require committee action):

3. When a search or competition has been conducted by a non-University group following acceptable equal opportunity procedures, for instance: Young Investigator Awards.
4. Students who hold a graduate assistantship who graduate before the term of the assistantship is fulfilled. (Thus their appointment can no longer be a student appointment.)
5. Visiting faculty who are permanently employed elsewhere.
6. Persons who will be appointed either full- or part-time no more than one quarter. These appointments may not be extended or renewed.

Departures from any of the elements of the Framework for Academic Searches require the permission of the Offices of Academic Affairs and Equal Opportunity and Affirmative Action. The oversight and approval process for conducting searches will vary depending upon the unit in which the opening occurs. The routing and approval requirements are found on the President's Form 16 (the search plan) and the President's Form 17 (the final report on the outcome of the process).